



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Accounting Financial Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records used to satisfy record requests for state audits, to document MOSERS payment of invoices and expenses, and to record financial transactions in order to document MOSERS financial transactions. These documents can include, but are not limited to: responses to audit confirmation for other state agencies or local payrolls, budget files (financial status reports, financial/operating documentation), bank reconciliations, collateral, daily deposits (daily money order worksheet, copy of bank account balances with back-ups, deposit tickets, payment entry application audit trail, copy of electronic repurchase agreements), deferred compensation, investment fee activity and reports, investment k-1 forms, investment reconciliation and IRS forms, employment security billing for old life plans, local payroll reports, main transfers, met-life payments, non-member checks, PSRS matching, reports, retiree/basic transfer, state accounting system deduction reports, service purchase deduction, standard life payments, vouchers and secure site (payroll) records.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Documents are stored in imaging system.

DISPOSITION ACTION: Destroy

SERIES: 23162

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Administrative Rules and Regulations

CUTOFF: Publication of final order of rulemaking in Missouri

DESCRIPTION: Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to 104.1063 RSMo. Includes significant work papers involved in development of final rule or regulation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Agency copy. Original in Secretary of State's office of Administrative Rules.

DISPOSITION ACTION: Destroy

SERIES: 23156

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Agency Organizational Charts

CUTOFF: WSO

DESCRIPTION: Charts reflecting the organizational structure of the agency and its divisions. Information includes a diagram which shows systematic and symbolic program areas by name and function.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23173

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Bids-Awarded

CUTOFF: Completion of contract

DESCRIPTION: Records related to contracted proposals for MOSERS funded projects or purchases.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23172

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Bids-Rejected

CUTOFF: End of state fiscal year in which contract is awarded

DESCRIPTION: Records related to contractors' rejected proposals for MOSERS funded projects or purchases.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17675

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Blueprints of MOSERS Owned Buildings

CUTOFF: Transfer of ownership, or demolition of building

DESCRIPTION: Design plans for a building owned by MOSERS. Plans include original specification, and new construction or modification of the building, and any capital improvements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23188

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Board Elections Ballots

CUTOFF: Certification of Election Results

DESCRIPTION: Election ballots of the three members of the system, elected for a four year term, one of whom shall be a retiree elected by a plurality vote of the members of the MOSERS system not retired, as specified in 104.450 RSMo.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8307

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Employee Background Checks - Hired

CUTOFF: Date of employment

DESCRIPTION: Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

RETENTION: Years: 0 Months: 0 Days: 1

NOTES: Record will be transferred to employee's personnel file.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23178

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Employee Driver's License Check

CUTOFF: When superseded or obsolete

DESCRIPTION: Annual verification that employees that drive MOSERS vehicles have a valid driver's license in order to operate MOSERS equipment.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Verification required by insurance carrier.

DISPOSITION ACTION: Destroy

SERIES: 23179

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Excess and Surplus Property Records

CUTOFF: End of state fiscal year

DESCRIPTION: Documentation of excess and surplus property sold by MOSERS.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Records are stored in the central files imaging system.

DISPOSITION ACTION: Destroy

SERIES: 23189

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Fiscal Notes and Work Papers

CUTOFF: End of state fiscal year

DESCRIPTION: Statement prepared by agency concerning the impact of proposed legislation. Prepared pursuant to 23.140 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency Copy. Original with Committee on Legislative Research

DISPOSITION ACTION: Destroy

SERIES: 23177

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Garnishments and Withholding Orders

CUTOFF: End of Fiscal Year in which Deduction Ends

DESCRIPTION: Garnishment orders, withholding orders, child support orders, bankruptcy orders, federal levies, payroll deduction agreements, federal writs of continuing garnishments and state writs of sequestration for MOSERS employees.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23249

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Grievance Files

CUTOFF: End of fiscal year in which grievance resolved

DESCRIPTION: Records documenting grievances filed against the MOSERS or MOSERS employees. May include, but is not limited to, original grievance, investigative report, pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, and decision rendered.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23180

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Internal Audits - Work Papers

CUTOFF: Completion of Audit

DESCRIPTION: Supporting documentation of investigations or reviews prepared or conducted by internal auditors regarding the performance or management of a program, department or agency. Audits may assess effectiveness, economy, and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23174

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Investment Reports

CUTOFF: End of State Fiscal Year

DESCRIPTION: Reports that indicate where money in retirement system is placed and how much investments are worth, such as the monthly investment performance package, asset allocation reports and studies, and asset/liability studies. These documents are required to track and report MOSERS investment performance over long periods of time, and to provide a history of the decisions that guided the asset structure of the MOSERS trust fund.

RETENTION: Years: 150 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23175

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: iSeries Back Up Files (Daily)

CUTOFF: Upon Creation of Back Up

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

RETENTION: Years: 0 Months: 0 Days: 31

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 23201

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: iSeries Back Up Files (Monthly)

CUTOFF: Upon creation of back up

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23184

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Membership Record Files

CUTOFF: Date MOSERS is notified of a new membership in system

DESCRIPTION: Contains information and supporting documentation for members covered by the system and the status and benefits of that person's membership. These documents can include new member forms, terminations, annual benefit statements, correspondence, benefit estimates, retirement applications, phone logs, cancelled retirement checks and stop-payments.

RETENTION: Years: 150 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8300

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Minutes - Verbatim Recordings (Stenographic, Audio, or Video)

CUTOFF: Date transcribed minutes are approved

DESCRIPTION: Recordings of meetings made exclusively for note-taking or transcription of official meetings or proceedings.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: The MOSERS Board of Trustees passed a resolution January 15, 1988 to keep the tapes only until the minutes from the tape are approved by the board.

DISPOSITION ACTION: Destroy

SERIES: 23176

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Personnel Files - Medical

CUTOFF: Separation of employment

DESCRIPTION: Records contain medical documentation, FMLA records, and doctor's slips. This information is kept separately from the personnel files as required by CFR 825.500, in FMLA Legislation.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23181

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Security Camera Video

CUTOFF: End of day

DESCRIPTION: Video recorded by the security camera system.

RETENTION: Years: 0 Months: 0 Days: 41

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 23185

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Time and Attendance Files - Official Record

CUTOFF: End of calendar year

DESCRIPTION: Records related to timekeeping and payroll including timesheets, requests for leave, requests for compensatory time and leave balance reports.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23182

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Window Server Back Up Files (Weekly)

CUTOFF: Upon creation of back up

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

RETENTION: Years: 0 Months: 0 Days: 7

NOTES: System only backed up on working days.

DISPOSITION ACTION: Recycle

SERIES: 23187

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Missouri State Employee Retirement System

Section:

Division:

Sub-Section:

TITLE: Windows Server - Back Up Files (Monthly)

CUTOFF: Upon creation of back up

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a sstem due to a disaster or inadvertent destruction.

RETENTION: Years: 0 Months: 0 Days: 31

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 23186

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Worker's Compensation Claim Files

CUTOFF: Separation of employment

DESCRIPTION: Records of Workers Compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Includes incident filed and other supporting documentation.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES: Agency copy. Original kept by the Office of Administration

DISPOSITION ACTION: Destroy

SERIES: 23183

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009